

HVAC INSPECTOR

NATURE OF WORK

This is responsible technical enforcement work in the inspection of new and existing HVAC systems to determine and secure compliance with municipal and county HVAC codes and ordinances.

Work involves responsibility for the inspection of a variety of HVAC systems in order to enforce adherence to municipal and county codes and regulations and to protect the public against safety hazards caused by inferior materials and poor workmanship. Work also involves technical examinations and the application of standard trade practices to inspection work. Inspections are conducted independently, but in accordance with departmental regulations and established technical standards. Supervision is received through oral and written instructions and work is reviewed through reports submitted and occasional re-inspections by a technical or an administrative superior.

EXAMPLES OF WORK PERFORMED

Inspects and tests installations of HVAC systems to enforce adherence to municipal and county codes and ordinances; ensures that HVAC systems and related parts of the system are properly sized and installed.

Examines specifications, plans and materials of HVAC installations; checks for compliance with municipal and county codes and regulations and accepted trade standards.

Receives complaints and reports of improper HVAC equipment; investigates and consults with responsible persons regarding improvements to be made.

Discusses HVAC systems and installations with contractors, property owners and other interested parties; explains and interprets municipal and county codes, regulations and standards.

Conducts and records daily inspections of partial and finished work reported by contractors; approves or rejects and then advises contractors of results and required action.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of the materials, methods and practices involved in installing, repairing and maintaining a variety of HVAC systems.

Considerable knowledge of possible defects and faults in HVAC installations and systems and of the stages when possible defects are most easily detected and remedied.

Ability to read and interpret HVAC construction and installation plans, specifications and wiring diagrams, and to recognize deviations from such plans in the construction process.

Ability to enforce codes and regulations firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with co-workers, contractors, property owners, municipal officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent and considerable experience in installing and repairing HVAC systems at the journey, supervisory or contractor level.

Possession of a valid, nationally recognized Mechanical Inspector's Certification is an indicator of an employee's knowledge and expertise as it relates to the duties of this classification; however, it is not an entrance requirement for this classification.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent and experience in installing and repairing HVAC systems at the journey, supervisory or contractor level; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a HVAC Contractor license as issued by the City of Lincoln, Nebraska, prior to completion of probationary period.

Possession of a valid State of Nebraska driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

2/87

Revised & Title Change: 7/98

PS3217